

Bachelor's and Occupational Associate's Degree and Diploma Programs Transfer of Credit Policies

A minimum of 30 percent (54 credits) of the total required **bachelor's program credits** must be completed at UoNA; the remaining 70 percent (126 credit maximum) may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog. A capstone course must be taken at UoNA as part of each bachelor's program sequence. Transfer credits, military transfer, and advanced standing may not be submitted for any bachelor's program capstone course.

A minimum of 30 percent (27 credits) of the total required **occupational associate's program credits** must be completed at UoNA; the remaining 70 percent (63 credit maximum) may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog.

A minimum of 30 percent of the total of required **diploma program credits** must be completed at UoNA; the remaining 70 percent may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog.

Students must submit their requests for transfer of credit and advanced standing to an academic administrator within their fifth quarter of enrollment in a bachelor's program or the third quarter of an occupational associate's program or before the end of the first quarter of a diploma program. Within two weeks of their submission, a meeting will be scheduled with the program administration to determine the validity of the request, approval for submission, and a deadline for submitting each request. No requests will be considered that have not been qualified before the submission deadline.

Credit Transfer from Other Institutions

To receive transfer credit for a course taken at another institution, the following criteria must be met:

- The student must have taken the course for undergraduate credit as part of a degree from an accredited US institution or from a non-US institution that has been evaluated by an approved external evaluator to determine equivalency;

- The course taken was equivalent to the University of North America common or program core course content or comparable general education or elective course category, level, and credit hours; and
- The student earned at least a grade of “C” (courses taken on a pass/fail basis may not be eligible for transfer).

There is no fee to apply for credit transfer from other institutions. The determination made by the academic department is final; no resubmissions will be accepted.

Military Transfer

College credit for military service will be considered and may be awarded on review of an official military transcript. Courses listed on the transcript will be matched to comparable UoNA courses. Military transcripts to document American Council on Education (ACE) recommended college credit for US military training and occupational experience can be requested from the Joint Service Transcript (JST). A student may order his/her official JST electronically when they are accepted to UoNA. Credits may be applied toward appropriate core/elective courses. There is no fee to apply for military transfer. The determination made by the academic department is final; no resubmissions will be accepted.

College-Level Examination Program (CLEP)

Credit may be awarded for successful completion of a CLEP examination when it is comparable to an undergraduate course that is part of a UoNA bachelor’s program curriculum. Students are responsible for registering for CLEP examinations, paying the registering/testing fees, completing the examinations, and submitting official results to the academic department for approval of credit toward comparable UoNA courses. U.S. Military personnel and veterans may be eligible for CLEP examination funding through the Defense Activity for Non-Traditional Education Support (DANTES).

Advanced Placement

Credit may be awarded for competency in a UoNA technical course’s objectives that is demonstrated through achieving a score of 80% or higher on an UoNA advanced placement test. Students must request and arrange to complete the written and lab (if applicable) section of each test to a UoNA academic administrator. The test must be successfully completed before the beginning of the quarter in which the course will be required / selected. Not all technical courses have advanced placement tests. Advanced placement tests may only be taken once; initial scores are final and may not be disputed. Credits may be applied toward appropriate core/elective courses.

There is a \$100 non-refundable fee to apply for and complete an UoNA advanced placement test. A score of 80% or higher must be achieved on the first attempt. No re-testing is allowed. If a score of less than 80% is achieved the student will be required to take the course to receive credit.

Course Substitutions

Students may receive approval to substitute an elective course for a required bachelor's or occupational associate's program core course if the student has requisite knowledge of the content of the course being replaced or if the election is based on a student's career interest. A maximum of 18 credits may be approved for substitution of a bachelor's program's core courses and a maximum of 9 credits may be approved for substitution of an occupational associate's degree program core courses. An occupational diploma program student may submit a petition to the Director of Education to be allowed to substitute one (1) program core course. Selection of all courses, including general education, elective, and substitution courses, will be reviewed during a student's academic advising sessions and considered based on individual student education and future career goals, and UoNA policies.

Credit Transfer to Other Institutions

Students and graduates should note that, regardless of the institutions involved, when seeking to transfer credits from one institution to another institution, the receiving institution has full discretion as to which credits are transferable. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs. The University of North America does not imply or guarantee that credits may be transferable. In addition, the primary intent of an occupational associate's degree program is to enable a student to enter his/her career field.

Dually Applied Credits: Master's Degree Course Option

Bachelor's degree program students who have completed 70% of the required courses for their degree may apply to register up to five (5) select master's degree program courses, which will be applied toward their bachelor's program and may be applied toward a related UoNA master's degree. To be eligible, students are required to have completed a minimum of 126 credits toward their bachelor's degree, including any transfer credits, with a CGPA of 2.5 or above, schedule an academic advising session, and submit their request to the Director of Education for approval. The Director of Education may make recommendations for a bachelor's degree student within these criteria to consider relevant master's degree courses.

Dually Applied Credits: Undergraduate Degree Courses

UoNA bachelor's degree graduates seeking a second bachelor's degree from UoNA may have a maximum of 126 eligible credits from their first UoNA degree transferred to a second UoNA bachelor's degree. Occupational associate's degree or diploma program UoNA graduates seeking to matriculate to a UoNA bachelor's or associate's degree may have a maximum of 90 eligible credits transferred to a UoNA bachelor's or associate's degree; courses with a grade of C or better will be considered for transfer.

If a student opts to change from the same- or a higher-level undergraduate credential to a lower-level credential, a course with a grade of D may be considered to be "waived" if the course is required to complete the lesser credential program.

Master's Degree and Post Bachelor's Certificate Transfer of Credit Policies

A **minimum** of 58 percent, 31.5 credits (6 courses and the capstone course) of the total required master's degree program 54 quarter-hour credits must be completed at UoNA; the remaining 22.5 credit **maximum** (5 courses) *may* be requested to be earned through a combination of transfer credits, military transfer, advanced standing, or professional work experience that meet the requirements defined by UoNA as published in the catalog. No greater than 30 percent of the combined transfer credits may be awarded for professional work experience. Transfer credits or other experiences may not be submitted for any master's program capstone course. A capstone course must be taken at UoNA as part of each master's degree program.

A **minimum** of 33 percent, 9 credits (2 courses) of the total required post-bachelor's certificate program 27 quarter-hour credits must be completed at UoNA; the remaining 18 credit **maximum** (4 courses) *may* be requested to be earned through a combination of transfer credits, military transfer, advanced standing, or professional work experience that meet the requirements defined by UoNA as published in the catalog. No greater than 30 percent of the combined transfer credits may be awarded for professional work experience.

Students must submit their requests for transfer of credit, advanced standing, and supporting rationale for professional work experience credit to an academic administrator no later than within the third quarter of enrollment in their master's program, and at the end of the first quarter of enrollment in their post bachelor's certificate program. Within two weeks of their submission, a meeting will be scheduled with the program administration to determine the validity of the request, approval for submission, and a deadline for submitting additional documentation, if applicable. No requests will be considered that have not been qualified before the end of the third quarter of the student's master program or first quarter of a post-bachelor's certificate program.

CREDIT TRANSFER FROM OTHER INSTITUTIONS

To receive transfer credit for a course taken at another institution, the following criteria must be met:

- The student must have taken the course for graduate credit as part of a degree from an accredited US institution or from a non-US institution that has been evaluated by an approved external evaluator to determine equivalency;
- The course taken was equivalent to the University of North America common or program core course content or comparable elective course, level, and credit hours; and
- The student earned at least a grade of "B" (courses taken on a pass/fail basis may not be eligible for transfer).

There is **no fee to apply for credit transfer from other institutions**. The determination made by the academic department is final; no resubmissions will be accepted.

MILITARY TRANSFER

College credit for military service will be considered and may be awarded on review of a military transcript. Courses listed on the transcript will be matched to comparable UoNA master's courses. Military transcripts to document American Council on Education (ACE) recommended college credit for US military training and occupational experience can be requested from the Joint Service Transcript (JST). A student may order his/her official JST electronically when they are accepted to UoNA. Credits may be applied toward appropriate core/elective courses.

There is **no fee to apply for military transfer**. The determination made by the academic department is final; no resubmissions will be accepted.

ADVANCED PLACEMENT

Credit may be awarded for competency in a UoNA technical course's objectives that is demonstrated through achieving a score of 80% or higher on an advanced placement test. Students must request and arrange to complete the written and lab (if applicable) section of each test to a UoNA academic administrator. The test must be successfully completed **before** the beginning of the quarter in which the course will be required / selected. **Not** all technical courses have advanced placement tests. Advanced Placement Tests may only be taken once; initial scores are final and may not be disputed. Credits may be applied toward appropriate core/elective courses.

There is a **\$100 non-refundable fee to apply for and complete an advanced placement test**. A score of 80% or higher must be achieved on the first attempt. No re-testing is allowed. If a score of less than 80% is achieved the student will be required to take the course to receive credit.

PROFESSIONAL EXPERIENCE CREDIT EQUIVALENCY

Professional experience credit equivalency may be requested by master's program students. The student must submit the required forms and documentation to an academic administrator prior to the start of the quarter in which the class is required/elected to be taken. Forms and policies are available by request from academic staff.

Once the student has completed and submitted all of the required documentation, an academic administrator, with the assistance of faculty from the respective department for which credit-equivalency is being requested, will evaluate the request. A complete packet must be submitted for requests of professional experiences to be considered for evaluation. Experiences, including professional certification courses, considered for equivalency must be at the level of rigor and complexity associated with master's program courses, and earned through either a professional certification program or during employment within the past 10 years at a U.S. organization for a minimum of 1 year, or a combination of these and other documented professional activities. Carefully review the entire policy and required documentation before considering applying for professional experience credit equivalency.

The determination of whether the Professional Work Experience (PWE) packet fulfills the course requirements and grants credit equivalency will be made when the complete packet is submitted within the deadline assigned by the academic administrator. Credits may be applied toward appropriate core/elective courses.

There is a **\$200 non-refundable fee to submit each PWE packet for review** by academic department administrators. The \$200 fee does not apply to PWE certifications from institutions that have an approved articulation agreement with UoNA for specific courses or blocks of courses. All determinations are final; no resubmissions will be accepted.

Credit Transfer to Other Institutions

Students and graduates should note that, regardless of the institutions involved, when seeking to transfer credits from one institution to another institution, the receiving institution has full discretion as to which credits are transferable. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs. The University of North America does not imply or guarantee that credits may be transferable.

Dually Applied Credits

Students seeking consecutive degrees from UoNA may have appropriate courses from the initial degree earned at UoNA transferred to an additional degree, provided the degrees are at the same credential level, and the course grade is a C or higher. Capstone course credits may not be transferred from one UoNA degree to an additional degree, a capstone course must be completed for each master's program.